



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

**ISSUE DATE:** July 8, 2003  
**CLOSING DATE:** July 22, 2003

**ANNOUNCEMENT NUMBER**  
**OMB-03-39-MJ**

***Title, Series & Grade:***  
**Senior Technical Analyst**  
**Senior Level (SL)**  
**(\$115,184 - \$142,500)**

***Vacancy Location:***  
**Office of Management and Budget**  
**Office of Information and Regulatory Affairs**  
**Washington, DC 20503**

**TYPE OF APPOINTMENT:** Term Appointment NTE 2 years (Term may be extended one additional year at option of the agency.)

**AREA OF CONSIDERATION:** OPEN TO ALL SOURCES.

**PLEASE NOTE:** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

**DUTIES:** The Office of Information and Regulatory Affairs (OIRA) is responsible for improving the quality of Federal regulations, improving the quality of information dissemination by the Federal government, and reducing Federally imposed paperwork. In developing regulations, agencies often must make assessments of the costs and benefits of draft regulations. This may include assessing the public health implications of their actions in order to better understand the benefits of specific regulatory options and to help develop appropriate regulatory strategies.

OIRA is seeking a Senior Technical Analyst who will provide expert assistance and advisory services to the Administrator in the areas of regulatory impact analysis, including benefit/cost and cost effectiveness analysis, regulatory actions, and paperwork reduction. Provides expert guidance in analysis and coordination associated with the Executive Order 12866 and the Paperwork Reduction Act. Develops new theories, economic approaches, and methods in the area of regulatory reviews. Develops and promotes the government-wide use of new concepts and techniques in promulgating new regulations, reviewing existing regulations, and developing legislative proposals concerning regulation.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to a GS-15 in the Federal Service. Specialized experience is experience which is directly related to the work of the position to be filled.

**SELECTIVE FACTORS:** Candidates should prepare, using specific examples, a brief description of their qualifications as they relate to each of the selective factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**. Candidates who do not meet these factors are ineligible for this position.

1. Expert knowledge of economics, regulatory analysis, and federal regulatory programs.

**QUALITY RANKING FACTORS:** Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications and the Selective Factors listed above, will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**.

1. Demonstrated ability to negotiate and consummate complex and sensitive regulatory reviews.
2. Expert knowledge of the requirements and objectives of the statutory and other mandates which OIRA operates.
3. Demonstrated ability to express ideas, policies, and complex technical, regulatory, and legislative issues orally and in writing in a concise, convincing and timely manner.

**BASIS OF RATING:** No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application **AND** on their responses to the Selective and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE AND QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

**HOW TO APPLY:** Send (1) an Optional Application for Federal Employment (OF 612); or a resume; or the SF-171, Application for Federal; or other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in you application; (2) your latest SF-50 "Notification of Personnel Action" and Performance Appraisal if you are a current or former Federal employee; (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors, and (4) if applicable, SF-15, Application for 10-point Veteran Preference.

**WHERE TO APPLY:** Completed form(s) must faxed to:  
Executive Office of the President  
Office of Administration  
Human Resources Management Division  
(202) 395-1194/1262

**APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.**

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**If you omit any of the required information specified in the Optional Form 510, "Applying for a Federal Job", your application may be rated INELIGIBLE.**

**Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.**

**Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.**

**APPLICATIONS WILL NOT BE RETURNED.**

**NOTE: Relocation expenses will NOT be paid to the applicant selected.**

**SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.**

**DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.**

**Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

**Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.**

**Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.**

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**